



## Unsworn Declaration in lieu of Deed Restriction Affidavit

On Wednesday, February 18, 2015, City Council voted to amend Sections 1-11, 10-3, 10-247 and 29-6 of the Code Ordinances, accepting an unsworn declaration in lieu of the deed restriction affidavit on Building Permits, Occupancy Inspection Applications and Manufactured Home park licenses.

This change will allow the customer to make the application both online (when available) and in person without the use of a notary, saving valuable customer time. Please note that other processes within Building Code Enforcement may require a notary for certain services.

Building Code Enforcement will begin accepting unsworn declarations on **Monday, March 2, 2015**. Please use the following revised fillable forms when making an application.

- Individual Owners:  
<http://edocs.publicworks.houstontx.gov/all-documents/division-files/planning-and-development-services-division/enforcement/forms-and-publications/permit-applications/4266-declaration-by-individual.html>
- Corporate or Other Business Entity Owners:  
<http://edocs.publicworks.houstontx.gov/all-documents/division-files/planning-and-development-services-division/enforcement/forms-and-publications/permit-applications/4267-declaration-by-business-entity.html>

**Note:** During the transition to the new unsworn declaration form, completed notarized deed restriction affidavits continue to be accepted.

For any questions, please email us at [rmcacd@houstontx.gov](mailto:rmcacd@houstontx.gov) or contact our Building Code Enforcement Ombudsman Office at 832-394-9035.

## Online Services Unavailable this Weekend

Due to scheduled maintenance, our online services (iPermits, IVR, Inspection Notification System, and Sold Permits Search) will be unavailable from **Friday, February 27 at 8:00 p.m. to Sunday, March 1 at 4:00 a.m.**

Please ensure that you purchase permits and/or schedule inspections before 8:00 p.m. on Friday, February 27, 2015.

We apologize for the inconvenience.

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### BUILDING CODE ENFORCEMENT CONTACT INFORMATION

#### PLAN REVIEW

Commercial - (832) 394-8810

One-Stop - (832) 394-8820 (*Commercial Remodels and Residential*)

#### INSPECTIONS

Building - (832) 394-8840

**Mechanical – (832) 394-8850**  
**Electrical – (832) 394-8860**  
**Plumbing – (832) 394-8870**  
**Occupancy/Life Safety - (832) 394-8880**  
**Habitability - (832) 394-8841**  
**Sign Administration - (832) 394-8890**

#### **PERMIT OFFICE**

**General – (832) 394-8899**  
**Clear Lake Office - (832) 395-6787**  
**Dacoma Office – (713) 686-6224**  
**Kingwood Office – (281) 361-9580**  
**Utility Releases - (832) 394-8847**

#### **OTHER INFORMATION**

**Customer Assistance & Code Development Office- (832) 394-9035**  
**Automated Inspection Request Line - (713) 222-9922**  
**Other City Departments- Dial 311**

#### **For Additional Permit Information:**

You may obtain information about permits by visiting our website at [www.houstonpermits.com](http://www.houstonpermits.com). You will then be linked to our database of sold permits. If you have questions about any of the permits, please contact our Code Enforcement Group at (832) 394-9494.

#### **To Reach Other City of Houston Departments:**

<http://www.houstontx.gov> or dial 311

#### **Newsletter Delivery Options**

To modify or remove your email address from our newsletters, please [click here](#). If you do not have a password or have forgotten your password please [click here](#) and we will email you a password.